



Ohio Administrative Code

Rule 1301:5-7-04 Continuing education course completion and certificates.

Effective: February 13, 2022

(A) No provider shall certify to the attendance of a licensee who was not present during at least ninety per cent of the course.

(B) The provider shall issue a certificate to a licensee who successfully completed the course. The certificate shall include the following information:

(1) The correct course certification number as issued by the division of real estate and professional licensing;

(2) Licensees full name;

(3) Licensees formatted credential number;

(4) Date of course attendance;

(5) Course hours completed;

(6) Course title;

(7) Instructors full name;

(8) Providers name and address; and

(9) Providers attendance verifiers name and signature.

(C) If the provider issues a course certification with the incorrect information required in paragraph (B) of this rule, the provider shall issue a corrected certificate to each licensee in attendance within thirty days.



(D) A provider shall maintain for six years a record of attendance of each licensee attending an offering disclosing the following information:

- (1) The course certification number as issued by the division;
- (2) Name and address of licensees;
- (3) Offering, title and description;
- (4) Classroom hours of attendance;
- (5) Date of offering; and
- (6) Name, address, and signature of verifier in employ of entity course provider.

(E) Each provider shall submit to the division, in a format prescribed by the division, within ten days after completion of each offering, a list of licensees who successfully completed the course. The list shall include the correct course certification number; number of approved hours; date and location the course was held; name of licensee, and correctly formatted file number.